



Administrative Support I

Details

Job ID : 467

Title : Administrative Support I

Job Code : 401

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



Administrative Support I

Job Duties

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support II

Details

Job ID : 470

Title : Administrative Support II

Job Code : 501

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



Administrative Support II

Job Duties

- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

Details

Job ID : 469

Title : Administrative Support III

Job Code : 601

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



Administrative Support III

Job Duties

- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Assistant Technical Supervisor

Details

Job ID : 304

Title : Assistant Technical Supervisor

Job Code : 1305

Salary : \$3,338.00 (Monthly)

Grade : 13

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ENSURING DIVISION GOALS AND TIMELINES ARE MET THROUGH MANAGEMENT, LEADERSHIP AND MENTORING OF PERSONNEL AND EFFICIENT USE OF RESOURCES.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Work Experience

Job Required Knowledge

- 4 YEAR COLLEGE DEGREE MUST BE IN A COMPUTER RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PLANS AND ADMINISTERS ALL ACTIVITIES RELATING TO THE MANAGEMENT OF DIVISION
- SUPERVISES AND COORDINATES ACTIVITIES OF TEAM MEMBERS IN DIVISION
- INTERPRETS ORGANIZATIONAL, DEPARTMENTAL AND DIVISION POLICIES TO TEAM MEMBERS AND ENFORCES SAFETY REGULATIONS
- ESTABLISHES OR ADJUSTS WORK PROCEDURES TO MEET DIVISION WORKLOAD
- RESPONSIBLE FOR ANALYZING AND RESOLVING WORK PROBLEMS OR ASSISTS TEAM MEMBERS IN RESOLVING PROBLEMS
- INITIATES OR SUGGESTS PLANS TO MOTIVATE TEAM MEMBERS TO ACHIEVE GOALS
- RECOMMENDS AND INITIATES PERSONNEL ACTIONS, SUCH AS PROMOTIONS, DISCHARGERS, TRANSFERS AND DISCIPLINARY ACTIONS
- PRODUCES DIVISION ACTIVITY REPORTS AND DOCUMENTS, AS REQUESTED
- ASSIST IN INTERVIEWING, SELECTING AND TRAINING DIVISION TEAM MEMBERS
- MAY SERVE ON VARIOUS ORGANIZATIONAL COMMITTEES, AS DIRECTED
- CONTACTS COURT OFFICIALS, STATE AGENCIES AND FIELD REPRESENTATIVES ABOUT DEPARTMENT ACTIVITIES
- OTHER DUTIES AS ASSIGNED



Audio/Video Specialist I

Details

Job ID : 409

Title : Audio/Video Specialist I

Job Code : 935

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ENSURING COURTROOM AUDIO/VIDEO RECORDING IS PROVIDED TO ALL KENTUCKY COURTS BY DRAFTING INSTALLATION PLANS, SCHEDULING MAINTENANCE ON VARIOUS EQUIPMENT STATEWIDE, RESEARCHING NEW AUDIO/VIDEO TECHNOLOGY, AND OVERSEEING THE PROPER INSTALLATION OF EQUIPMENT.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF AUDIO / VIDEO EQUIPMENT

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- COORDINATE AUDIO/VIDEO EQUIPMENT INSTALLATIONS, MAINTENANCE, ORDERS
- MAINTAIN PROPERTY ACCOUNTABILITY RECORDS
- ENSURE NECESSARY EQUIPMENT IS PROPERLY STOCKED
- MAINTAIN RECORDS SHOWING STATUS OF EACH LOCATION
- DRAFT AUDIO/VIDEO INSTALLATION PLANS
- DESIGN INTEGRATION OF TECHNOLOGIES AND INFRASTRUCTURE FOR THE DESIRED WORK PRODUCT
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED



Audio/Video Specialist II

Details

Job ID : 415

Title : Audio/Video Specialist II

Job Code : 1035

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ENSURING COURTROOM AUDIO/VIDEO RECORDING IS PROVIDED TO ALL KENTUCKY COURTS BY DRAFTING INSTALLATION PLANS, SCHEDULING MAINTENANCE ON VARIOUS EQUIPMENT STATEWIDE, RESEARCHING NEW AUDIO/VIDEO TECHNOLOGY, AND OVERSEEING THE PROPER INSTALLATION OF EQUIPMENT.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF AUDIO / VIDEO EQUIPMENT
- 1 YEAR OF RELATED EXPERIENCE MUST BE AS AN AUDIO/VIDEO SPECIALIST I

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- COORDINATE AUDIO/VIDEO EQUIPMENT INSTALLATIONS, MAINTENANCE, ORDERS
- MAINTAIN PROPERTY ACCOUNTABILITY RECORDS
- ENSURE NECESSARY EQUIPMENT IS PROPERLY STOCKED
- MAINTAIN RECORDS SHOWING STATUS OF EACH LOCATION
- DRAFT AUDIO/VIDEO INSTALLATION PLANS
- DESIGN INTEGRATION OF TECHNOLOGIES AND INFRASTRUCTURE FOR THE DESIRED WORK PRODUCT
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED



Audio/Video Specialist III

Details

Job ID : 422

Title : Audio/Video Specialist III

Job Code : 1135

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ENSURING COURTROOM AUDIO/VIDEO RECORDING IS PROVIDED TO ALL KENTUCKY COURTS BY DRAFTING INSTALLATION PLANS, SCHEDULING MAINTENANCE ON VARIOUS EQUIPMENT STATEWIDE, RESEARCHING NEW AUDIO/VIDEO TECHNOLOGY, AND OVERSEEING THE PROPER INSTALLATION OF EQUIPMENT.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF AUDIO / VIDEO EQUIPMENT
- 3 YEARS OF RELATED EXPERIENCE MUST BE AS AN AUDIO/VIDEO SPECIALIST II

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- COORDINATE AUDIO/VIDEO EQUIPMENT INSTALLATIONS, MAINTENANCE, ORDERS
- MAINTAIN PROPERTY ACCOUNTABILITY RECORDS
- ENSURE NECESSARY EQUIPMENT IS PROPERLY STOCKED
- MAINTAIN RECORDS SHOWING STATUS OF EACH LOCATION
- DRAFT AUDIO/VIDEO INSTALLATION PLANS
- DESIGN INTEGRATION OF TECHNOLOGIES AND INFRASTRUCTURE FOR THE DESIRED WORK PRODUCT
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED



Audio/Video Specialist IV

Details

Job ID : 428

Title : Audio/Video Specialist IV

Job Code : 1235

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ENSURING COURTROOM AUDIO/VIDEO RECORDING IS PROVIDED TO ALL KENTUCKY COURTS BY DRAFTING INSTALLATION PLANS, SCHEDULING MAINTENANCE ON VARIOUS EQUIPMENT STATEWIDE, RESEARCHING NEW AUDIO/VIDEO TECHNOLOGY, AND OVERSEEING THE PROPER INSTALLATION OF EQUIPMENT.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF AUDIO / VIDEO EQUIPMENT
- 4 YEARS OF RELATED EXPERIENCE MUST BE AS AN AUDIO/VIDEO SPECIALIST III

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- COORDINATE AUDIO/VIDEO EQUIPMENT INSTALLATIONS, MAINTENANCE, ORDERS
- MAINTAIN PROPERTY ACCOUNTABILITY RECORDS
- ENSURE NECESSARY EQUIPMENT IS PROPERLY STOCKED
- MAINTAIN RECORDS SHOWING STATUS OF EACH LOCATION
- DRAFT AUDIO/VIDEO INSTALLATION PLANS
- DESIGN INTEGRATION OF TECHNOLOGIES AND INFRASTRUCTURE FOR THE DESIRED WORK PRODUCT
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED



Co-op Computer Technical Specialist

Details

Job ID : 309

Title : Co-op Computer Technical Specialist

Job Code : 201

Salary : \$0.00 (Monthly)

Grade : 2

Tenured : NO

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING TECHNICAL COMPUTER ASSISTANCE TO USERS.

Required Qualifications

Education : High School JR and At Least 16 Years Old

Education Substitute : None

Experience : None

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- CONFIGURING AND DISTRIBUTION OF COMPUTER HARDWARE
- ASSIST WITH INVENTORY DOCUMENTATION
- MONITOR DEVICES TO ENSURE EFFICIENT THROUGHOUT
- DOCUMENT PROCEDURES TO ENSURE CONSISTENCY OF OPERATION
- OTHER DUTIES AS ASSIGNED



Desktop Architect I

Details

Job ID : 421

Title : Desktop Architect I

Job Code : 1132

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING HIGH LEVEL TECHNICAL ASSISTANCE TO COMPUTER AND/OR NETWORK USERS IN THE DEVELOPMENT AND/OR IMPLEMENTATION OF SECURE, STABLE DESKTOP ENVIRONMENTS FOR WORKSTATIONS AND THIN CLIENT DEVICES AND TO PROVIDE MONITORING AND HIGH LEVEL MAINTENANCE FOR THESE ENVIRONMENTS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- DESKTOP OPERATING SYSTEMS
- 4 YEARS OF EXPERIENCE MUST BE IN A COMPUTER RELATED FIELD

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- PROVIDE TECHNICAL ASSISTANCE TO PROGRAMMER ANALYSTS AND CUSTOMER SERVICE PERSONNEL IN THE DEVELOPMENT, APPLICATION AND INSTALLATION OF HARDWARE/SOFTWARE SYSTEMS
- ANALYZE REQUESTS AND WORK WITH TEAM MEMBERS IN DEVELOPING OR MODIFYING EXISTING DESKTOP ENVIRONMENTS
- INSTALL AND MAINTAIN DESKTOP OPERATING SYSTEMS
- MAINTAIN THIN CLIENT DESKTOP ENVIRONMENTS
- INSTALL AND TROUBLESHOOT HARDWARE
- MONITOR SERVICES AND PERFORMANCE FOR PROPER OPERATION
- CREATE AND MAINTAIN MASTER IMAGES FOR ALL THE DESKTOP ENVIRONMENTS
- MAINTAIN DETAILED PROCESS DOCUMENTATION
- ADMINISTRATION OF MACHINE RESOURCES, BACKUPS, ANTI-MALWARE PRODUCTS, AND THIRD PARTY APPLICATIONS
- TEST SOFTWARE AND HARDWARE PRODUCTS
- MAINTAIN RECOMMENDED DESKTOP HARDWARE REQUIREMENTS
- ASSIST IN THE SELECTION OF NEW HARDWARE MODELS
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Desktop Architect II

Details

Job ID : 427

Title : Desktop Architect II

Job Code : 1232

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING HIGH LEVEL TECHNICAL ASSISTANCE TO COMPUTER AND/OR NETWORK USERS IN THE DEVELOPMENT AND/OR IMPLEMENTATION OF SECURE, STABLE DESKTOP ENVIRONMENTS FOR WORKSTATIONS AND THIN CLIENT DEVICES AND TO PROVIDE MONITORING AND HIGH LEVEL MAINTENANCE FOR THESE ENVIRONMENTS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- DESKTOP OPERATING SYSTEMS
- 1 YEAR OF RELATED EXPERIENCE MUST BE AS DESKTOP ARCHITECH I

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PROVIDE TECHNICAL ASSISTANCE TO PROGRAMMER ANALYSTS AND CUSTOMER SERVICE PERSONNEL IN THE DEVELOPMENT, APPLICATION AND INSTALLATION OF HARDWARE/SOFTWARE SYSTEMS
- ANALYZE REQUESTS AND WORK WITH TEAM MEMBERS IN DEVELOPING OR MODIFYING EXISTING DESKTOP ENVIRONMENTS
- INSTALL AND MAINTAIN DESKTOP OPERATING SYSTEMS
- MAINTAIN THIN CLIENT DESKTOP ENVIRONMENTS
- INSTALL AND TROUBLESHOOT HARDWARE
- MONITOR SERVICES AND PERFORMANCE FOR PROPER OPERATION
- CREATE AND MAINTAIN MASTER IMAGES FOR ALL THE DESKTOP ENVIRONMENTS
- MAINTAIN DETAILED PROCESS DOCUMENTATION
- ADMINISTRATION OF MACHINE RESOURCES, BACKUPS, ANTI-MALWARE PRODUCTS, AND THIRD PARTY APPLICATIONS
- TEST SOFTWARE AND HARDWARE PRODUCTS
- MAINTAIN RECOMMENDED DESKTOP HARDWARE REQUIREMENTS
- ASSIST IN THE SELECTION OF NEW HARDWARE MODELS
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Desktop Architect III

Details

Job ID : 433

Title : Desktop Architect III

Job Code : 1332

Salary : \$3,338.00 (Monthly)

Grade : 13

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING HIGH LEVEL TECHNICAL ASSISTANCE TO COMPUTER AND/OR NETWORK USERS IN THE DEVELOPMENT AND/OR IMPLEMENTATION OF SECURE, STABLE DESKTOP ENVIRONMENTS FOR WORKSTATIONS AND THIN CLIENT DEVICES AND TO PROVIDE MONITORING AND HIGH LEVEL MAINTENANCE FOR THESE ENVIRONMENTS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- DESKTOP OPERATING SYSTEMS
- 3 YEARS OF RELATED EXPERIENCE MUST BE AS A DESKTOP ARCHITECT II

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PROVIDE TECHNICAL ASSISTANCE TO PROGRAMMER ANALYSTS AND CUSTOMER SERVICE PERSONNEL IN THE DEVELOPMENT, APPLICATION AND INSTALLATION OF HARDWARE/SOFTWARE SYSTEMS
- ANALYZE REQUESTS AND WORK WITH TEAM MEMBERS IN DEVELOPING OR MODIFYING EXISTING DESKTOP ENVIRONMENTS
- INSTALL AND MAINTAIN DESKTOP OPERATING SYSTEMS
- MAINTAIN THIN CLIENT DESKTOP ENVIRONMENTS
- INSTALL AND TROUBLESHOOT HARDWARE
- MONITOR SERVICES AND PERFORMANCE FOR PROPER OPERATION
- CREATE AND MAINTAIN MASTER IMAGES FOR ALL THE DESKTOP ENVIRONMENTS
- MAINTAIN DETAILED PROCESS DOCUMENTATION
- ADMINISTRATION OF MACHINE RESOURCES, BACKUPS, ANTI-MALWARE PRODUCTS, AND THIRD PARTY APPLICATIONS
- TEST SOFTWARE AND HARDWARE PRODUCTS
- MAINTAIN RECOMMENDED DESKTOP HARDWARE REQUIREMENTS
- ASSIST IN THE SELECTION OF NEW HARDWARE MODELS
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Desktop Architect IV

Details

Job ID : 436

Title : Desktop Architect IV

Job Code : 1432

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING HIGH LEVEL TECHNICAL ASSISTANCE TO COMPUTER AND/OR NETWORK USERS IN THE DEVELOPMENT AND/OR IMPLEMENTATION OF SECURE, STABLE DESKTOP ENVIRONMENTS FOR WORKSTATIONS AND THIN CLIENT DEVICES AND TO PROVIDE MONITORING AND HIGH LEVEL MAINTENANCE FOR THESE ENVIRONMENTS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- DESKTOP OPERATING SYSTEMS
- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A DESKTOP ARCHITECT III

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PROVIDE TECHNICAL ASSISTANCE TO PROGRAMMER ANALYSTS AND CUSTOMER SERVICE PERSONNEL IN THE DEVELOPMENT, APPLICATION AND INSTALLATION OF HARDWARE/SOFTWARE SYSTEMS
- ANALYZE REQUESTS AND WORK WITH TEAM MEMBERS IN DEVELOPING OR MODIFYING EXISTING DESKTOP ENVIRONMENTS
- INSTALL AND MAINTAIN DESKTOP OPERATING SYSTEMS
- MAINTAIN THIN CLIENT DESKTOP ENVIRONMENTS
- INSTALL AND TROUBLESHOOT HARDWARE
- MONITOR SERVICES AND PERFORMANCE FOR PROPER OPERATION
- CREATE AND MAINTAIN MASTER IMAGES FOR ALL THE DESKTOP ENVIRONMENTS
- MAINTAIN DETAILED PROCESS DOCUMENTATION
- ADMINISTRATION OF MACHINE RESOURCES, BACKUPS, ANTI-MALWARE PRODUCTS, AND THIRD PARTY APPLICATIONS
- TEST SOFTWARE AND HARDWARE PRODUCTS
- MAINTAIN RECOMMENDED DESKTOP HARDWARE REQUIREMENTS
- ASSIST IN THE SELECTION OF NEW HARDWARE MODELS
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Development Supervisor

Details

Job ID : 307

Title : Development Supervisor

Job Code : 1406

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR THE SUPERVISION OF PERSONNEL AND PROJECT MANAGEMENT OF DAY-TO-DAY ACTIVITIES
WITHIN SECTION

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN A COMPUTER RELATED FIELD
- 3 YEARS OF RELATED EXPERIENCE MUST BE PROFESSIONAL EXPERIENCE IN SYSTEM ANALYSIS OR COMPUTER
- OPERATIONS

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- SUPERVISE EMPLOYEES
- ENSURE THAT SECTIONS GOALS, TIMELINES, AND PROCEDURES ARE CONSISTENT WITH AND SUPPORT DEPARTMENTAL GOALS, TIMELINES, AND PROCEDURES
- PROVIDE TECHNICAL ASSISTANCE TO CUSTOMERS
- COORDINATE EFFORTS OF SECTION WITH OTHER DEPARTMENTAL SECTIONS
- MAINTAIN DAILY COMMUNICATION WITH USERS OF THE COMPUTER SYSTEMS
- MAKE RECOMMENDATIONS TO MANAGEMENT ABOUT SOFTWARE AND HARDWARE NEEDS
- ASSIST IN POLICY DEVELOPMENT AND ENFORCEMENT- OF INFORMATION SYSTEMS PROCEDURES, TECHNIQUES AND METHODS
- OTHER DUTIES AS ASSIGNED



Electronic Security Specialist I

Details

Job ID : 411

Title : Electronic Security Specialist I

Job Code : 937

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ENSURING ELECTRONIC SECURITY IS PROVIDED TO ALL KENTUCKY COURT OF JUSTICE FACILITIES BY DRAFTING INSTALLATION PLANS, SCHEDULING MAINTENANCE ON VARIOUS EQUIPMENT STATEWIDE, RESEARCHING NEW SECURITY TECHNOLOGY, AND OVERSEEING THE PROPER INSTALLATION OF EQUIPMENT.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF SECURITY EQUIPMENT

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- COORDINATE ELECTRONIC SECURITY EQUIPMENT INSTALLATIONS, MAINTENANCE, ORDERS
- MAINTAIN SECURITY LEVEL STANDARDS AS IDENTIFIED
- CONDUCT ELECTRONIC SECURITY PLANNING MEETINGS
- DRAFT ELECTRONIC SECURITY INSTALLATION PLANS
- MAINTAIN RECORDS SHOWING STATUS OF EACH LOCATION
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED



Electronic Security Specialist II

Details

Job ID : 417

Title : Electronic Security Specialist II

Job Code : 1037

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ENSURING ELECTRONIC SECURITY IS PROVIDED TO ALL KENTUCKY COURT OF JUSTICE FACILITIES BY DRAFTING INSTALLATION PLANS, SCHEDULING MAINTENANCE ON VARIOUS EQUIPMENT STATEWIDE, RESEARCHING NEW SECURITY TECHNOLOGY, AND OVERSEEING THE PROPER INSTALLATION OF EQUIPMENT.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF SECURITY EQUIPMENT
- 1 YEAR OF RELATED EXPERIENCE MUST BE AS ELECTRONIC SECURITY SPECIALIST I

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- COORDINATE ELECTRONIC SECURITY EQUIPMENT INSTALLATIONS, MAINTENANCE, ORDERS
- MAINTAIN SECURITY LEVEL STANDARDS AS IDENTIFIED
- CONDUCT ELECTRONIC SECURITY PLANNING MEETINGS
- DRAFT ELECTRONIC SECURITY INSTALLATION PLANS
- MAINTAIN RECORDS SHOWING STATUS OF EACH LOCATION
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED



Electronic Security Specialist III

Details

Job ID : 424

Title : Electronic Security Specialist III

Job Code : 1137

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ENSURING ELECTRONIC SECURITY IS PROVIDED TO ALL KENTUCKY COURT OF JUSTICE FACILITIES BY DRAFTING INSTALLATION PLANS, SCHEDULING MAINTENANCE ON VARIOUS EQUIPMENT STATEWIDE, RESEARCHING NEW SECURITY TECHNOLOGY, AND OVERSEEING THE PROPER INSTALLATION OF EQUIPMENT.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF SECURITY EQUIPMENT
- 3 YEARS OF RELATED EXPERIENCE MUST BE AS ELECTRONIC SECURITY SPECIALIST II

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- COORDINATE ELECTRONIC SECURITY EQUIPMENT INSTALLATIONS, MAINTENANCE, ORDERS
- MAINTAIN SECURITY LEVEL STANDARDS AS IDENTIFIED
- CONDUCT ELECTRONIC SECURITY PLANNING MEETINGS
- DRAFT ELECTRONIC SECURITY INSTALLATION PLANS
- MAINTAIN RECORDS SHOWING STATUS OF EACH LOCATION
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED



Electronic Security Specialist IV

Details

Job ID : 430

Title : Electronic Security Specialist IV

Job Code : 1237

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ENSURING ELECTRONIC SECURITY IS PROVIDED TO ALL KENTUCKY COURT OF JUSTICE FACILITIES BY DRAFTING INSTALLATION PLANS, SCHEDULING MAINTENANCE ON VARIOUS EQUIPMENT STATEWIDE, RESEARCHING NEW SECURITY TECHNOLOGY, AND OVERSEEING THE PROPER INSTALLATION OF EQUIPMENT.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF SECURITY EQUIPMENT
- 4 YEARS OF RELATED EXPERIENCE MUST BE AS ELECTRONIC SECURITY SPECIALIST III

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- COORDINATE ELECTRONIC SECURITY EQUIPMENT INSTALLATIONS, MAINTENANCE, ORDERS
- MAINTAIN SECURITY LEVEL STANDARDS AS IDENTIFIED
- CONDUCT ELECTRONIC SECURITY PLANNING MEETINGS
- DRAFT ELECTRONIC SECURITY INSTALLATION PLANS
- MAINTAIN RECORDS SHOWING STATUS OF EACH LOCATION
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED



Electronic Technical Specialist I (Lead Technician)

Details

Job ID : 410

Title : Electronic Technical Specialist I (Lead Technician)

Job Code : 936

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR SCHEDULING AND OVERSEEING A TEAM OF ELECTRONIC TECHNICIANS TO INSTALL, SERVICE, REPAIR, AND/OR REPLACE ELECTRONIC SECURITY EQUIPMENT, TELEPHONE SYSTEMS, AND AUDIO/VIDEO SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF ELECTRONIC EQUIPMENT

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- SCHEDULE ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO EQUIPMENT INSTALLATIONS AND MAINTENANCE
- PROVIDE EXPERT ANALYSIS OF INSTALLATION AND MAINTENANCE OF EQUIPMENT
- MAINTAIN PROPERTY ACCOUNTABILITY RECORDS
- ENSURE NECESSARY EQUIPMENT IS PROPERLY STOCKED
- ENSURE ELECTRICAL NEEDS ARE CORRECTLY PREPARED PRIOR TO INSTALLATIONS
- COORDINATE PROJECTS BETWEEN DEPARTMENTS AS WELL AS VENDORS, AND CONTRACTORS
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- PARTICIPATE IN ANNUAL REVIEW OF ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED



Electronic Technical Specialist II (Lead Technician)

Details

Job ID : 416

Title : Electronic Technical Specialist II (Lead Technician)

Job Code : 1036

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR SCHEDULING AND OVERSEEING A TEAM OF ELECTRONIC TECHNICIANS TO INSTALL, SERVICE, REPAIR, AND/OR REPLACE ELECTRONIC SECURITY EQUIPMENT, TELEPHONE SYSTEMS, AND AUDIO/VIDEO SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF ELECTRONIC EQUIPMENT
- 1 YEAR OF RELATED EXPERIENCE MUST BE AS ELECTRONIC TECHNICAL SPECIALIST I (LEAD TECHNICIAN)

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- SCHEDULE ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO EQUIPMENT INSTALLATIONS AND MAINTENANCE
- PROVIDE EXPERT ANALYSIS OF INSTALLATION AND MAINTENANCE OF EQUIPMENT
- MAINTAIN PROPERTY ACCOUNTABILITY RECORDS
- ENSURE NECESSARY EQUIPMENT IS PROPERLY STOCKED
- ENSURE ELECTRICAL NEEDS ARE CORRECTLY PREPARED PRIOR TO INSTALLATIONS
- COORDINATE PROJECTS BETWEEN DEPARTMENTS AS WELL AS VENDORS, AND CONTRACTORS
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- PARTICIPATE IN ANNUAL REVIEW OF ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED



Electronic Technical Specialist III (Lead Technician)

Details

Job ID : 423

Title : Electronic Technical Specialist III (Lead Technician)

Job Code : 1136

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR SCHEDULING AND OVERSEEING A TEAM OF ELECTRONIC TECHNICIANS TO INSTALL, SERVICE, REPAIR, AND/OR REPLACE ELECTRONIC SECURITY EQUIPMENT, TELEPHONE SYSTEMS, AND AUDIO/VIDEO SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF ELECTRONIC EQUIPMENT
- 3 YEARS OF RELATED EXPERIENCE MUST BE AS ELECTRONIC TECHNICAL SPECIALIST II (LEAD TECHNICIAN)

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- SCHEDULE ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO EQUIPMENT INSTALLATIONS AND MAINTENANCE
- PROVIDE EXPERT ANALYSIS OF INSTALLATION AND MAINTENANCE OF EQUIPMENT
- MAINTAIN PROPERTY ACCOUNTABILITY RECORDS
- ENSURE NECESSARY EQUIPMENT IS PROPERLY STOCKED
- ENSURE ELECTRICAL NEEDS ARE CORRECTLY PREPARED PRIOR TO INSTALLATIONS
- COORDINATE PROJECTS BETWEEN DEPARTMENTS AS WELL AS VENDORS, AND CONTRACTORS
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- PARTICIPATE IN ANNUAL REVIEW OF ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED



Electronic Technical Specialist IV (Lead Technician)

Details

Job ID : 429

Title : Electronic Technical Specialist IV (Lead Technician)

Job Code : 1236

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR SCHEDULING AND OVERSEEING A TEAM OF ELECTRONIC TECHNICIANS TO INSTALL, SERVICE, REPAIR, AND/OR REPLACE ELECTRONIC SECURITY EQUIPMENT, TELEPHONE SYSTEMS, AND AUDIO/VIDEO SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF ELECTRONIC EQUIPMENT
- 4 YEARS OF RELATED EXPERIENCE MUST BE AS ELECTRONIC TECHNICAL SPECIALIST III (LEAD TECHNICIAN)

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- SCHEDULE ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO EQUIPMENT INSTALLATIONS AND MAINTENANCE
- PROVIDE EXPERT ANALYSIS OF INSTALLATION AND MAINTENANCE OF EQUIPMENT
- MAINTAIN PROPERTY ACCOUNTABILITY RECORDS
- ENSURE NECESSARY EQUIPMENT IS PROPERLY STOCKED
- ENSURE ELECTRICAL NEEDS ARE CORRECTLY PREPARED PRIOR TO INSTALLATIONS
- COORDINATE PROJECTS BETWEEN DEPARTMENTS AS WELL AS VENDORS, AND CONTRACTORS
- MAKE RECOMMENDATIONS FOR NEW EQUIPMENT
- PROVIDE TRAINING TO ELECTRONIC TECHNICIANS
- PARTICIPATE IN ANNUAL REVIEW OF ELECTRONIC TECHNICIANS
- OTHER DUTIES AS ASSIGNED



Electronic Technician I

Details

Job ID : 448

Title : Electronic Technician I

Job Code : 734

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR INSTALLING ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO SYSTEMS IN ALL KENTUCKY COURT OF JUSTICE FACILITIES AND PROVIDING TECHNICAL ASSISTANCE TO USERS OF THESE SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- INSTALLATION OF ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO SYSTEMS
- PROVIDE ASSISTANCE FOR USERS EXPERIENCING PROBLEMS WITH EQUIPMENT AND APPLICATIONS
- TEST EQUIPMENT TO ASSURE SERVICEABILITY AND DEPENDABILITY
- PERFORM BASIC DIAGNOSTIC TESTING ON MALFUNCTIONING EQUIPMENT
- UTILIZE COMPUTER PROGRAMS FOR PROBLEM DETERMINATION
- PROVIDE ANALYSIS OF ELECTRICAL NEEDS FOR PROPER INSTALLATION AND UTILIZATION OF EQUIPMENT
- PROVIDE TRAINING TO USERS OF SECURITY, TELEPHONE, AND AUDIO/VIDEO SYSTEMS
- OTHER DUTIES AS ASSIGNED



Electronic Technician II

Details

Job ID : 454

Title : Electronic Technician II

Job Code : 834

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR INSTALLING ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO SYSTEMS IN ALL KENTUCKY COURT OF JUSTICE FACILITIES AND PROVIDING TECHNICAL ASSISTANCE TO USERS OF THESE SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- 1 YEAR OF RELATED EXPERIENCE MUST BE AS ELECTRONIC TECHNICIAN I

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- INSTALLATION OF ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO SYSTEMS
- PROVIDE ASSISTANCE FOR USERS EXPERIENCING PROBLEMS WITH EQUIPMENT AND APPLICATIONS
- TEST EQUIPMENT TO ASSURE SERVICEABILITY AND DEPENDABILITY
- PERFORM BASIC DIAGNOSTIC TESTING ON MALFUNCTIONING EQUIPMENT
- UTILIZE COMPUTER PROGRAMS FOR PROBLEM DETERMINATION
- PROVIDE ANALYSIS OF ELECTRICAL NEEDS FOR PROPER INSTALLATION AND UTILIZATION OF EQUIPMENT
- PROVIDE TRAINING TO USERS OF SECURITY, TELEPHONE, AND AUDIO/VIDEO SYSTEMS
- OTHER DUTIES AS ASSIGNED



Electronic Technician III

Details

Job ID : 458

Title : Electronic Technician III

Job Code : 934

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR INSTALLING ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO SYSTEMS IN ALL KENTUCKY COURT OF JUSTICE FACILITIES AND PROVIDING TECHNICAL ASSISTANCE TO USERS OF THESE SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE AS ELECTRONIC TECHNICIAN II

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- INSTALLATION OF ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO SYSTEMS
- PROVIDE ASSISTANCE FOR USERS EXPERIENCING PROBLEMS WITH EQUIPMENT AND APPLICATIONS
- TEST EQUIPMENT TO ASSURE SERVICEABILITY AND DEPENDABILITY
- PERFORM BASIC DIAGNOSTIC TESTING ON MALFUNCTIONING EQUIPMENT
- UTILIZE COMPUTER PROGRAMS FOR PROBLEM DETERMINATION
- PROVIDE ANALYSIS OF ELECTRICAL NEEDS FOR PROPER INSTALLATION AND UTILIZATION OF EQUIPMENT
- PROVIDE TRAINING TO USERS OF SECURITY, TELEPHONE, AND AUDIO/VIDEO SYSTEMS
- OTHER DUTIES AS ASSIGNED



Electronic Technician IV

Details

Job ID : 462

Title : Electronic Technician IV

Job Code : 1041

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR INSTALLING ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO SYSTEMS IN ALL KENTUCKY COURT OF JUSTICE FACILITIES AND PROVIDING TECHNICAL ASSISTANCE TO USERS OF THESE SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS ELECTRONIC TECHNICIAN III

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- INSTALLATION OF ELECTRONIC SECURITY, TELEPHONE, AND AUDIO/VIDEO SYSTEMS
- PROVIDE ASSISTANCE FOR USERS EXPERIENCING PROBLEMS WITH EQUIPMENT AND APPLICATIONS
- TEST EQUIPMENT TO ASSURE SERVICEABILITY AND DEPENDABILITY
- PERFORM BASIC DIAGNOSTIC TESTING ON MALFUNCTIONING EQUIPMENT
- UTILIZE COMPUTER PROGRAMS FOR PROBLEM DETERMINATION
- PROVIDE ANALYSIS OF ELECTRICAL NEEDS FOR PROPER INSTALLATION AND UTILIZATION OF EQUIPMENT
- PROVIDE TRAINING TO USERS OF SECURITY, TELEPHONE, AND AUDIO/VIDEO SYSTEMS
- OTHER DUTIES AS ASSIGNED



Network Engineer I

Details

Job ID : 426

Title : Network Engineer I

Job Code : 1139

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING HIGH LEVEL TECHNICAL ASSISTANCE TO COMPUTER AND/OR NETWORK USERS IN THE DESIGN, CONFIGURATION AND IMPLEMENTATION OF THE WIDE AREA NETWORK INFRASTRUCTURE AND TO PROVIDE MAINTENANCE AND MONITORING OF THE INFRASTRUCTURE.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- NETWORK OPERATING SYSTEMS

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PROVIDE TECHNICAL ASSISTANCE TO CUSTOMER SERVICE PERSONNEL IN THE DEVELOPMENT, APPLICATION AND INSTALLATION OF NETWORK SYSTEMS
- ANALYZE REQUESTS AND WORK WITH TEAM MEMBERS IN DEVELOPING NEW SYSTEMS AND/OR MODIFYING EXISTING ONES.
- INSTALL AND MAINTAIN ALL NETWORK INFRASTRUCTURE
- MONITOR ALL HOST AND REMOTE FIELD OFFICE'S NETWORK DEVICES
- MAINTAIN DETAILED NETWORK DOCUMENTATION
- STAY CURRENT WITH NEW TECHNOLOGIES
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Network Engineer II

Details

Job ID : 432

Title : Network Engineer II

Job Code : 1239

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING HIGH LEVEL TECHNICAL ASSISTANCE TO COMPUTER AND/OR NETWORK USERS IN THE DESIGN, CONFIGURATION AND IMPLEMENTATION OF THE WIDE AREA NETWORK INFRASTRUCTURE AND TO PROVIDE MAINTENANCE AND MONITORING OF THE INFRASTRUCTURE.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- NETWORK OPERATING SYSTEMS
- 2 YEARS OF RELATED EXPERIENCE MUST BE AS A NETWORK ENGINEER I

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PROVIDE TECHNICAL ASSISTANCE TO CUSTOMER SERVICE PERSONNEL IN THE DEVELOPMENT, APPLICATION AND INSTALLATION OF NETWORK SYSTEMS
- ANALYZE REQUESTS AND WORK WITH TEAM MEMBERS IN DEVELOPING NEW SYSTEMS AND/OR MODIFYING EXISTING ONES.
- INSTALL AND MAINTAIN ALL NETWORK INFRASTRUCTURE
- MONITOR ALL HOST AND REMOTE FIELD OFFICE'S NETWORK DEVICES
- MAINTAIN DETAILED NETWORK DOCUMENTATION
- STAY CURRENT WITH NEW TECHNOLOGIES
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Network Engineer III

Details

Job ID : 434

Title : Network Engineer III

Job Code : 1339

Salary : \$3,338.00 (Monthly)

Grade : 13

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING HIGH LEVEL TECHNICAL ASSISTANCE TO COMPUTER AND/OR NETWORK USERS IN THE DESIGN, CONFIGURATION AND IMPLEMENTATION OF THE WIDE AREA NETWORK INFRASTRUCTURE AND TO PROVIDE MAINTENANCE AND MONITORING OF THE INFRASTRUCTURE.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- NETWORK OPERATING SYSTEMS
- 3 YEARS OF RELATED EXPERIENCE MUST BE AS A NETWORK ENGINEER II

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PROVIDE TECHNICAL ASSISTANCE TO CUSTOMER SERVICE PERSONNEL IN THE DEVELOPMENT, APPLICATION AND INSTALLATION OF NETWORK SYSTEMS
- ANALYZE REQUESTS AND WORK WITH TEAM MEMBERS IN DEVELOPING NEW SYSTEMS AND/OR MODIFYING EXISTING ONES.
- INSTALL AND MAINTAIN ALL NETWORK INFRASTRUCTURE
- MONITOR ALL HOST AND REMOTE FIELD OFFICE'S NETWORK DEVICES
- MAINTAIN DETAILED NETWORK DOCUMENTATION
- STAY CURRENT WITH NEW TECHNOLOGIES
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Network Engineer IV

Details

Job ID : 437

Title : Network Engineer IV

Job Code : 1439

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING HIGH LEVEL TECHNICAL ASSISTANCE TO COMPUTER AND/OR NETWORK USERS IN THE DESIGN, CONFIGURATION AND IMPLEMENTATION OF THE WIDE AREA NETWORK INFRASTRUCTURE AND TO PROVIDE MAINTENANCE AND MONITORING OF THE INFRASTRUCTURE.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- NETWORK OPERATING SYSTEMS
- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A NETWORK ENGINEER III

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PROVIDE TECHNICAL ASSISTANCE TO CUSTOMER SERVICE PERSONNEL IN THE DEVELOPMENT, APPLICATION AND INSTALLATION OF NETWORK SYSTEMS
- ANALYZE REQUESTS AND WORK WITH TEAM MEMBERS IN DEVELOPING NEW SYSTEMS AND/OR MODIFYING EXISTING ONES
- INSTALL AND MAINTAIN ALL NETWORK INFRASTRUCTURE
- MONITOR ALL HOST AND REMOTE FIELD OFFICE'S NETWORK DEVICES
- MAINTAIN DETAILED NETWORK DOCUMENTATION
- STAY CURRENT WITH NEW TECHNOLOGIES
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Programmer/Analyst - Salary Commensurate With Experience

Details

Job ID : 537

Title : Programmer/Analyst - Salary Commensurate With Experience

Job Code : 0

Salary : \$0.00 (Monthly)

Grade : 0

Tenured : YES

Job Departments

- Technology Services

Purpose

Responsible, under supervision, for developing, modifying, and maintaining software applications.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- 4 Year degree must be in computer science

Job Skills/Abilities

- Basic computer skills
- Communication skills

Job Preferred Knowledge

- 6 Plus years of experience
- Microsoft Development Platform
- ASP.Net
- Microsoft SQL Server
- CSharp

Job Duties

- Code, test, and debug computer programs from specifications
- Write programs
- Modify existing computer programs requiring logic changes
- Develop and compile data to test programs
- Develop program logic charts
- Write or Assist in the writing of specifications for the development, maintenance, or modification of programs
- Analyze user requests, work with users in developing new applications or modify existing systems
- Prepare and maintain program documentation
- Resolve production issues
- Other duties as assigned



Programmer/Analyst I

Details

Job ID : 463

Title : Programmer/Analyst I

Job Code : 1102

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE, UNDER SUPERVISION, FOR DEVELOPING, MODIFYING, AND MAINTAINING SOFTWARE APPLICATIONS

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN COMPUTER SCIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- CODE, TEST, AND DEBUG COMPUTER PROGRAMS FROM SPECIFICATION
- WRITE PROGRAMS
- MODIFY EXISTING COMPUTER PROGRAMS REQUIRING LOGIC CHANGES
- DEVELOP AND COMPILE DATA TO TEST PROGRAMS
- DEVELOP PROGRAM LOGIC CHARTS.
- WRITE OR ASSIST IN THE WRITING OF SPECIFICATIONS FOR THE DEVELOPMENT, MAINTENANCE, OR MODIFICATION OF PROGRAMS
- ANALYZE USER REQUESTS, WORK WITH USERS IN DEVELOPING NEW APPLICATIONS OR MODIFY EXISTING SYSTEMS
- PREPARE AND MAINTAIN PROGRAM DOCUMENTATION
- RESOLVE PRODUCTION ISSUES
- OTHER DUTIES AS ASSIGNED



Programmer/Analyst II

Details		Job ID : 7
Title : Programmer/Analyst II	Job Code : 1202	
Salary : \$3,149.00 (Monthly)	Grade : 12	
Tenured : YES		
Job Departments		
<ul style="list-style-type: none">Technology Services		
Purpose		
RESPONSIBLE, UNDER SUPERVISION, FOR DEVELOPING, MODIFYING, AND MAINTAINING SOFTWARE APPLICATIONS		
Required Qualifications		
Education : 4 Year College Degree in Related Field		
Education Substitute : Experience for Degree @ 1:1		
Experience : 2 Years of Related Experience		
Job Required Knowledge		
<ul style="list-style-type: none">4 YEAR DEGREE MUST BE IN COMPUTER SCIENCE2 YEARS RELATED EXPERIENCE MUST BE AS A PROGRAMMER/ANALYST I		
Job Skills/Abilities		
<ul style="list-style-type: none">BASIC COMPUTER SKILLSCOMMUNICATION SKILLS		
Job Duties		
<ul style="list-style-type: none">CODE, TEST, AND DEBUG COMPUTER PROGRAMS FROM SPECIFICATIONWRITE PROGRAMSMODIFY EXISTING COMPUTER PROGRAMS REQUIRING LOGIC CHANGESDEVELOP AND COMPILE DATA TO TEST PROGRAMSDEVELOP PROGRAM LOGIC CHARTSWRITE OR ASSIST IN THE WRITING OF SPECIFICATIONS FOR THE DEVELOPMENT, MAINTENANCE, OR MODIFICATION OF PROGRAMSANALYZE USER REQUESTS, WORK WITH USERS IN DEVELOPING NEW APPLICATIONS OR MODIFY EXISTING SYSTEMSPREPARE AND MAINTAIN PROGRAM DOCUMENTATIONRESOLVE PRODUCTION ISSUESOTHER DUTIES AS ASSIGNED		



Programmer/Analyst III

Details

Job ID : 308

Title : Programmer/Analyst III

Job Code : 1302

Salary : \$3,338.00 (Monthly)

Grade : 13

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE, UNDER SUPERVISION, FOR DEVELOPING, MODIFYING, AND MAINTAINING SOFTWARE APPLICATIONS

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN COMPUTER SCIENCE
- 3 YEARS RELATED EXPERIENCE MUST BE AS A PROGRAMMER/ANALYST II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- CODE, TEST, AND DEBUG COMPUTER PROGRAMS FROM SPECIFICATION
- WRITE PROGRAMS
- MODIFY EXISTING COMPUTER PROGRAMS REQUIRING LOGIC CHANGES
- DEVELOP AND COMPILE DATA TO TEST PROGRAMS
- DEVELOP PROGRAM LOGIC CHARTS
- WRITE OR ASSIST IN THE WRITING OF SPECIFICATIONS FOR THE DEVELOPMENT, MAINTENANCE, OR MODIFICATION OF PROGRAMS
- ANALYZE USER REQUESTS, WORK WITH USERS IN DEVELOPING NEW APPLICATIONS OR MODIFY EXISTING SYSTEMS
- PREPARE AND MAINTAIN PROGRAM DOCUMENTATION
- RESOLVE PRODUCTION ISSUES
- OTHER DUTIES AS ASSIGNED



Programmer/Analyst IV

Details

Job ID : 465

Title : Programmer/Analyst IV

Job Code : 1402

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE, UNDER SUPERVISION, FOR DEVELOPING, MODIFYING, AND MAINTAINING SOFTWARE APPLICATIONS

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN COMPUTER SCIENCE
- 4 YEARS RELATED EXPERIENCE MUST BE AS A PROGRAMMER/ANALYST III

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- CODE, TEST, AND DEBUG COMPUTER PROGRAMS FROM SPECIFICATION
- WRITE PROGRAMS AND MODIFIES JOB CONTROL LANGUAGE
- MODIFY EXISTING COMPUTER PROGRAMS REQUIRING LOGIC CHANGES
- DEVELOP AND COMPILE DATA TO TEST PROGRAMS
- DEVELOP PROGRAM LOGIC CHARTS
- WRITE OR ASSIST IN THE WRITING OF SPECIFICATIONS FOR THE DEVELOPMENT, MAINTENANCE, OR MODIFICATION OF PROGRAMS
- ANALYZE USER REQUESTS, WORK WITH USERS IN DEVELOPING NEW APPLICATIONS OR MODIFY EXISTING SYSTEMS
- PREPARE AND MAINTAIN PROGRAM DOCUMENTATION
- RESOLVE PRODUCTION AB ENDS
- OTHER DUTIES AS ASSIGNED



Project Specialist

Details

Job ID : 541

Title : Project Specialist

Job Code : 1142

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Technology Services
- Court Services - Clerk Services

Purpose

Responsible for projects affecting electronic management systems for the Court of Justice.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 7 Years of Related Experience

Job Required Knowledge

- 7 YEARS RELATED EXPERIENCE MUST BE COURT EXPERIENCE
- 5 YEARS DIRECT EXPERIENCE WITH CURRENT CASE MANAGEMENT SYSTEM (I.E. KY COURTS II) or SYSTEM RELATED TO ELECTRONIC PROJECT
- GENERAL UNDERSTANDING OF COMPLIMENTARY CASE MANAGEMENT SYSTEMS (I.E. COURTNET)
- GENERAL UNDERSTANDING OF NEW ELECTRONIC SYSTEMS OR KNOWLEDGE OF UNDERLYING MANUAL PROCESS THAT ELECTRONIC SYSTEM IS DESIGNED

Job Skills/Abilities

- INTERMEDIATE KNOWLEDGE OF MICROSOFT OFFICE SUITE 2003 OR HIGHER
- EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS
- ABILITY TO TEACH AND PRESENT INFORMATION TO SMALL-TO-LARGE GROUPS
- ABILITY TO TRAVEL STATEWIDE
- MUST HAVE A VALID DRIVER'S LICENSE

Job Duties

- LIAISON WITH KCOJ AND JUSTICE COMMUNITY CASE MANAGEMENT SYSTEMS (CMS) PARTNERS TO FACILITATE COMPLETE AND ACCURATE ELECTRONIC COURT RECORDS (ECR).
- FACILITATE PROCEDURAL CHANGES THAT WILL ENHANCE ECR AS WELL AS CMS
- COORDINATE OR ASSIST OTHER AOC DEPARTMENTS WHEN NEEDED ON PROJECTS THAT HAVE OVERLAPPING BUSINESS PROCESSES
- CONDUCT TESTING SESSIONS TO ENSURE CMS AND ECR MEET STATEWIDE COURT REQUIREMENTS
- COORDINATE CMS PROGRAMMATIC TESTING PROCEDURES TO MEET DEVELOPMENT AND IMPLEMENTATION TIMELINES
- PROMOTE SECURITY OF CMS AND ECR
- TRAIN COURT STAFF IN A CLASSROOM OR WORK SETTING
- PREPARE TRAINING MATERIAL AND ELECTRONIC SYSTEM MANUALS
- REVIEW LEGISLATIVE CHANGES AND ASSIST WITH DEVELOPMENT OF BUSINESS PROCESS OR SOLUTIONS
- ASSESS SCOPE OF PROJECTS TO ASSIST WITH PRIORIZATION AND ALLOCATION OF RESOURCES
- OTHER DUTIES AS ASSIGNED



Security Analyst I

Details

Job ID : 300

Title : Security Analyst I

Job Code : 1104

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ASSISTING WITH DESIGNING, PLANNING AND IMPLEMENTATION OF SECURITY SOLUTIONS. POST IMPLEMENTATION MONITORING OF THE AOC SECURITY SOLUTIONS / TOOLS, WITH A FOCUS ON IDENTIFYING NETWORK ABNORMALITIES AND VULNERABILITIES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF SECURITY RELATED TECHNOLOGIES
-

Job Skills/Abilities

- WORKING KNOWLEDGE OF PRIMARY OPERATING SYSTEMS, NETWORK APPLIANCES, DEVICES, AND PROTOCOLS, AND NETWORK MONITORING TECHNOLOGIES

Job Preferred Knowledge

- CERTIFICATION IN INFORMATION SECURITY (SECURITY+, CISA, CISSP, ETC.)

Job Duties

- ASSISTS IN THE DEVELOPMENT OF TECHNICAL SECURITY STANDARDS TO SUPPORT POLICIES INCLUDING ASSISTING IN CREATING AND MONITORING STANDARDS AND INCIDENT INVESTIGATION PROCEDURES
- PROVIDES TECHNICAL ASSISTANCE IN THE CONFIGURATION AND MAINTENANCE OF WAN/LAN NETWORK SECURITY DEVICES SUCH AS FIREWALLS, VPNS, ANTI-VIRUS, ANTI-SPYWARE AND INTRUSION DETECTION / INTRUSION PROTECTION SYSTEMS OR OTHER SECURITY RELATED EQUIPMENT
- PROVIDES TECHNICAL ASSISTANCE IN THE SELECTION, CONFIGURATION, AND MAINTENANCE OF ANTI-VIRUS, ANTI-SPYWARE, PATCH MANAGEMENT, AND HOST BASED PROTECTIONS OF SERVERS AND WORKSTATIONS
- ASSISTS IN DEVELOPING, IMPLEMENTING AND MAINTAINING THE AOC SECURITY AWARENESS AND TRAINING PROGRAM
- ASSISTS WITH PERFORMING PERIODIC NETWORK SECURITY ASSESSMENTS AND REVIEWS FOR EVIDENCE OF VULNERABILITY OR COMPROMISE AND ASSISTS IN THE IMPLEMENTATION OF SECURITY SOLUTIONS
- TRACKS RESOLUTION OF FINDINGS AND PREPARES REPORTS
- PERFORMS NETWORK SECURITY TESTING, NETWORK PENETRATION AND NETWORK SEC



Security Analyst II

Details

Job ID : 301

Title : Security Analyst II

Job Code : 1204

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ASSISTING WITH DESIGNING, PLANNING AND IMPLEMENTATION OF SECURITY SOLUTIONS. POST IMPLEMENTATION MONITORING OF THE AOC SECURITY SOLUTIONS / TOOLS, WITH A FOCUS ON IDENTIFYING NETWORK ABNORMALITIES AND VULNERABILITIES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF SECURITY RELATED TECHNOLOGIES
- 2 YEARS RELATED EXPERIENCE MUST BE AS A SECURITY ANALYST I

Job Skills/Abilities

- WORKING KNOWLEDGE OF PRIMARY OPERATING SYSTEMS, NETWORK APPLIANCES, DEVICES, AND PROTOCOLS, AND NETWORK MONITORING TECHNOLOGIES

Job Preferred Knowledge

- CERTIFICATION IN INFORMATION SECURITY (SECURITY+, CISA, CISSP, ETC.)

Job Duties

- ASSISTS IN THE DEVELOPMENT OF TECHNICAL SECURITY STANDARDS TO SUPPORT POLICIES INCLUDING ASSISTING IN CREATING AND MONITORING STANDARDS AND INCIDENT INVESTIGATION PROCEDURES
- PROVIDES TECHNICAL ASSISTANCE IN THE CONFIGURATION AND MAINTENANCE OF WAN/LAN NETWORK SECURITY DEVICES SUCH AS FIREWALLS, VPNS, ANTI-VIRUS, ANTI-SPYWARE AND INTRUSION DETECTION / INTRUSION PROTECTION SYSTEMS OR OTHER SECURITY RELATED EQUIPMENT
- PROVIDES TECHNICAL ASSISTANCE IN THE SELECTION, CONFIGURATION, AND MAINTENANCE OF ANTI-VIRUS, ANTI-SPYWARE, PATCH MANAGEMENT, AND HOST BASED PROTECTIONS OF SERVERS AND WORKSTATIONS
- ASSISTS IN DEVELOPING, IMPLEMENTING AND MAINTAINING THE AOC SECURITY AWARENESS AND TRAINING PROGRAM
- ASSISTS WITH PERFORMING PERIODIC NETWORK SECURITY ASSESSMENTS AND REVIEWS FOR EVIDENCE OF VULNERABILITY OR COMPROMISE AND ASSISTS IN THE IMPLEMENTATION OF SECURITY SOLUTIONS. TRACKS RESOLUTION OF FINDINGS AND PREPARES REPORTS
- PERFORMS NETWORK SECURITY TESTING, NETWORK PENETRATION AND NETWORK SE



Security Analyst III

Details

Job ID : 302

Title : Security Analyst III

Job Code : 1304

Salary : \$3,338.00 (Monthly)

Grade : 13

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ASSISTING WITH DESIGNING, PLANNING AND IMPLEMENTATION OF SECURITY SOLUTIONS. POST IMPLEMENTATION MONITORING OF THE AOC SECURITY SOLUTIONS / TOOLS, WITH A FOCUS ON IDENTIFYING NETWORK ABNORMALITIES AND VULNERABILITIES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF SECURITY RELATED TECHNOLOGIES
- 3 YEARS RELATED EXPERIENCE MUST BE AS A SECURITY ANALYST II

Job Skills/Abilities

- WORKING KNOWLEDGE OF PRIMARY OPERATING SYSTEMS, NETWORK APPLIANCES, DEVICES, AND PROTOCOLS, AND NETWORK MONITORING TECHNOLOGIES

Job Preferred Knowledge

- CERTIFICATION IN INFORMATION SECURITY (SECURITY+, CISA, CISSP, ETC.)

Job Duties

- ASSISTS IN THE DEVELOPMENT OF TECHNICAL SECURITY STANDARDS TO SUPPORT POLICIES INCLUDING ASSISTING IN CREATING AND MONITORING STANDARDS AND INCIDENT INVESTIGATION PROCEDURES
- PROVIDES TECHNICAL ASSISTANCE IN THE CONFIGURATION AND MAINTENANCE OF WAN/LAN NETWORK SECURITY DEVICES SUCH AS FIREWALLS, VPNS, ANTI-VIRUS, ANTI-SPYWARE AND INTRUSION DETECTION / INTRUSION PROTECTION SYSTEMS OR OTHER SECURITY RELATED EQUIPMENT
- PROVIDES TECHNICAL ASSISTANCE IN THE SELECTION, CONFIGURATION, AND MAINTENANCE OF ANTI-VIRUS, ANTI-SPYWARE, PATCH MANAGEMENT, AND HOST BASED PROTECTIONS OF SERVERS AND WORKSTATIONS
- ASSISTS IN DEVELOPING, IMPLEMENTING AND MAINTAINING THE AOC SECURITY AWARENESS AND TRAINING PROGRAM
- ASSISTS WITH PERFORMING PERIODIC NETWORK SECURITY ASSESSMENTS AND REVIEWS FOR EVIDENCE OF VULNERABILITY OR COMPROMISE AND ASSISTS IN THE IMPLEMENTATION OF SECURITY SOLUTIONS
- TRACKS RESOLUTION OF FINDINGS AND PREPARES REPORTS
- PERFORMS NETWORK SECURITY TESTING, NETWORK PENETRATION AND NETWORK SEC



Security Analyst IV

Details

Job ID : 388

Title : Security Analyst IV

Job Code : 1404

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR ASSISTING WITH DESIGNING, PLANNING AND IMPLEMENTATION OF SECURITY SOLUTIONS. POST IMPLEMENTATION MONITORING OF THE AOC SECURITY SOLUTIONS / TOOLS, WITH A FOCUS ON IDENTIFYING NETWORK ABNORMALITIES AND VULNERABILITIES.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF SECURITY RELATED TECHNOLOGIES
- 4 YEARS RELATED EXPERIENCE MUST BE AS A SECURITY ANALYST III

Job Skills/Abilities

- WORKING KNOWLEDGE OF PRIMARY OPERATING SYSTEMS, NETWORK APPLIANCES, DEVICES, AND PROTOCOLS, AND NETWORK MONITORING TECHNOLOGIES

Job Preferred Knowledge

- CERTIFICATION IN INFORMATION SECURITY (SECURITY+, CISA, CISSP, ETC.)

Job Duties

- ASSISTS IN THE DEVELOPMENT OF TECHNICAL SECURITY STANDARDS TO SUPPORT POLICIES INCLUDING ASSISTING IN CREATING AND MONITORING STANDARDS AND INCIDENT INVESTIGATION PROCEDURES
- PROVIDES TECHNICAL ASSISTANCE IN THE CONFIGURATION AND MAINTENANCE OF WAN/LAN NETWORK SECURITY DEVICES SUCH AS FIREWALLS, VPNS, ANTI-VIRUS, ANTI-SPYWARE AND INTRUSION DETECTION / INTRUSION PROTECTION SYSTEMS OR OTHER SECURITY RELATED EQUIPMENT
- PROVIDES TECHNICAL ASSISTANCE IN THE SELECTION, CONFIGURATION, AND MAINTENANCE OF ANTI-VIRUS, ANTI-SPYWARE, PATCH MANAGEMENT, AND HOST BASED PROTECTIONS OF SERVERS AND WORKSTATIONS
- ASSISTS IN DEVELOPING, IMPLEMENTING AND MAINTAINING THE AOC SECURITY AWARENESS AND TRAINING PROGRAM
- ASSISTS WITH PERFORMING PERIODIC NETWORK SECURITY ASSESSMENTS AND REVIEWS FOR EVIDENCE OF VULNERABILITY OR COMPROMISE AND ASSISTS IN THE IMPLEMENTATION OF SECURITY SOLUTIONS
- TRACKS RESOLUTION OF FINDINGS AND PREPARES REPORTS
- PERFORMS NETWORK SECURITY TESTING, NETWORK PENETRATION AND NETWORK SEC



Server Architect I

Details

Job ID : 384

Title : Server Architect I

Job Code : 1103

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING HIGH LEVEL TECHNICAL ASSISTANCE TO COMPUTER AND/OR NETWORK USERS IN THE DEVELOPMENT AND/OR IMPLEMENTATION OF SERVERS AND/OR INFRASTRUCTURE AND TO PROVIDE MAINTENANCE AND MONITORING FOR SERVER OPERATIONS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- SERVER OPERATING SYSTEMS

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PROVIDE TECHNICAL ASSISTANCE TO PROGRAMMER ANALYSTS AND CUSTOMER SERVICE PERSONNEL IN THE DEVELOPMENT, APPLICATION AND INSTALLATION OF HARDWARE/SOFTWARE SYSTEMS
- ANALYZE REQUESTS AND WORK WITH TEAM MEMBERS IN DEVELOPING OR MODIFYING EXISTING SYSTEMS
- INSTALL AND MAINTAIN SERVER OPERATING SYSTEMS
- INSTALL AND TROUBLESHOOT SERVER HARDWARE
- MONITOR SERVERS AND SERVICES FOR PROPER OPERATION
- MONITOR DATA BACKUPS FOR SERVERS
- MAINTAIN DETAILED SYSTEM DOCUMENTATION
- ADMINISTRATION OF DOMAIN RESOURCES, DATABASES, AND THIRD PARTY APPLICATIONS
- TEST SOFTWARE AND HARDWARE PRODUCTS
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Server Architect II

Details

Job ID : 385

Title : Server Architect II

Job Code : 1203

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING HIGH LEVEL TECHNICAL ASSISTANCE TO COMPUTER AND/OR NETWORK USERS IN THE DEVELOPMENT AND/OR IMPLEMENTATION OF SERVERS AND/OR INFRASTRUCTURE AND TO PROVIDE MAINTENANCE AND MONITORING FOR SERVER OPERATIONS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- SERVER OPERATING SYSTEMS
- 2 YEARS RELATED EXPERIENCE MUST BE AS A SERVER ARCHITECT I

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PROVIDE TECHNICAL ASSISTANCE TO PROGRAMMER ANALYSTS AND CUSTOMER SERVICE PERSONNEL IN THE DEVELOPMENT, APPLICATION AND INSTALLATION OF HARDWARE/SOFTWARE SYSTEMS
- ANALYZE REQUESTS AND WORK WITH TEAM MEMBERS IN DEVELOPING OR MODIFYING EXISTING SYSTEMS
- INSTALL AND MAINTAIN SERVER OPERATING SYSTEMS
- INSTALL AND TROUBLESHOOT SERVER HARDWARE
- MONITOR SERVERS AND SERVICES FOR PROPER OPERATION
- MONITOR DATA BACKUPS FOR SERVERS
- MAINTAIN DETAILED SYSTEM DOCUMENTATION
- ADMINISTRATION OF DOMAIN RESOURCES, DATABASES, AND THIRD PARTY APPLICATIONS
- TEST SOFTWARE AND HARDWARE PRODUCTS
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Server Architect III

Details

Job ID : 386

Title : Server Architect III

Job Code : 1303

Salary : \$3,338.00 (Monthly)

Grade : 13

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING HIGH LEVEL TECHNICAL ASSISTANCE TO COMPUTER AND/OR NETWORK USERS IN THE DEVELOPMENT AND/OR IMPLEMENTATION OF SERVERS AND/OR INFRASTRUCTURE AND TO PROVIDE MAINTENANCE AND MONITORING FOR SERVER OPERATIONS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- SERVER OPERATING SYSTEMS
- 3 YEARS RELATED EXPERIENCE MUST BE AS A SERVER ARCHITECT II

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PROVIDE TECHNICAL ASSISTANCE TO PROGRAMMER ANALYSTS AND CUSTOMER SERVICE PERSONNEL IN THE DEVELOPMENT, APPLICATION AND INSTALLATION OF HARDWARE/SOFTWARE SYSTEMS
- ANALYZE REQUESTS AND WORK WITH TEAM MEMBERS IN DEVELOPING OR MODIFYING EXISTING SYSTEMS
- INSTALL AND MAINTAIN SERVER OPERATING SYSTEMS
- INSTALL AND TROUBLESHOOT SERVER HARDWARE
- MONITOR SERVERS AND SERVICES FOR PROPER OPERATION
- MONITOR DATA BACKUPS FOR SERVERS
- MAINTAIN DETAILED SYSTEM DOCUMENTATION
- ADMINISTRATION OF DOMAIN RESOURCES, DATABASES, AND THIRD PARTY APPLICATIONS
- TEST SOFTWARE AND HARDWARE PRODUCTS
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Server Architect IV

Details

Job ID : 387

Title : Server Architect IV

Job Code : 1403

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING HIGH LEVEL TECHNICAL ASSISTANCE TO COMPUTER AND/OR NETWORK USERS IN THE DEVELOPMENT AND/OR IMPLEMENTATION OF SERVERS AND/OR INFRASTRUCTURE AND TO PROVIDE MAINTENANCE AND MONITORING FOR SERVER OPERATIONS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- SERVER OPERATING SYSTEMS
- 4 YEARS RELATED EXPERIENCE MUST BE AS A SERVER ARCHITECT III

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PROVIDE TECHNICAL ASSISTANCE TO PROGRAMMER ANALYSTS AND CUSTOMER SERVICE PERSONNEL IN THE DEVELOPMENT, APPLICATION AND INSTALLATION OF HARDWARE/SOFTWARE SYSTEMS
- ANALYZE REQUESTS AND WORK WITH TEAM MEMBERS IN DEVELOPING OR MODIFYING EXISTING SYSTEMS
- INSTALL AND MAINTAIN SERVER OPERATING SYSTEMS
- INSTALL AND TROUBLESHOOT SERVER HARDWARE
- MONITOR SERVERS AND SERVICES FOR PROPER OPERATION
- MONITOR DATA BACKUPS FOR SERVERS
- MAINTAIN DETAILED SYSTEM DOCUMENTATION
- ADMINISTRATION OF DOMAIN RESOURCES, DATABASES, AND THIRD PARTY APPLICATIONS
- TEST SOFTWARE AND HARDWARE PRODUCTS
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Technical Supervisor

Details

Job ID : 303

Title : Technical Supervisor

Job Code : 1405

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR THE SUPERVISION OF PERSONNEL AND PROJECT MANAGEMENT OF DAY-TO-DAY ACTIVITIES
WITHIN SECTION

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE IN SYSTEM OR NETWORK ANALYSIS, AND/OR COMPUTER OPERATIONS

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- KNOWLEDGE OF SUPERVISORY PRINCIPLES AND PRACTICES

Job Duties

- SUPERVISE EMPLOYEES
- ENSURE THAT DIVISION GOALS, TIMELINES, AND PROCEDURES ARE CONSISTENT WITH AND SUPPORT DEPARTMENTAL GOALS, TIMELINES, AND PROCEDURES
- PROVIDE TECHNICAL ASSISTANCE TO CUSTOMERS
- COORDINATE EFFORTS OF SECTION WITH OTHER DEPARTMENTAL SECTIONS
- ASSIST WITH PROJECT MANAGEMENT AND DIRECTION FOR DIVISION
- MAINTAIN DAILY COMMUNICATION WITH USERS OF THE COMPUTER SYSTEMS
- DEVELOP CONTINGENCY PLANS FOR VARIOUS SYSTEM FAILURE
- MAKE RECOMMENDATIONS TO MANAGEMENT ABOUT SOFTWARE AND HARDWARE NEEDS
- ASSIST IN POLICY DEVELOPMENT AND ENFORCEMENT- OF TECHNOLOGY SERVICES PROCEDURES, TECHNIQUES AND METHODS
- DEVELOP PLANS TO PROVIDE CROSS TRAINING OF EMPLOYEES
- OTHER DUTIES AS ASSIGNED



Technology Support Analyst I

Details

Job ID : 444

Title : Technology Support Analyst I

Job Code : 705

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING TECHNICAL COMPUTER ASSISTANCE TO USERS OF COMPUTER BASED SOFTWARE APPLICATIONS, AND/OR PROVIDES TECHNICAL ASSISTANCE TO PROBLEM DETERMINATION AND RESOLUTION FOR COMPUTER HARDWARE EQUIPMENT AND/OR SOFTWARE APPLICATION, AND/OR PERFORMS HARDWARE SUPPORT FUNCTIONS FOR NETWORK EQUIPMENT

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- MUST POSSESS A COMPUTER TECHNICAL CERTIFICATION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- COMMUNICATE WITH COMPUTER SYSTEM USERS TO PROVIDE TRAINING AND/OR ASSISTANCE FOR SOFTWARE APPLICATION PROGRAMS
- GIVE INSTRUCTIONS TO USERS ON COMPUTER APPLICATIONS AND THE USE OF COMPUTER EQUIPMENT
- PROVIDE ASSISTANCE FOR USERS EXPERIENCING PROBLEMS WITH COMPUTER APPLICATION
- INSTALL AND UNINSTALL COMPUTER EQUIPMENT AT STATEWIDE COMPUTER SITES
- TEST COMPUTER EQUIPMENT TO ASSURE SERVICEABILITY AND DEPENDABILITY
- PERFORM BASIC DIAGNOSTIC TESTING ON MALFUNCTIONING EQUIPMENT
- UTILIZE COMPUTER PROGRAMS FOR PROBLEM DETERMINATION
- KEEP RECORDS AND STATISTICS ON ALL PROBLEMS AND ASSISTANCE CALLS
- PROVIDE TECHNICAL INFORMATION TO SYSTEM SUPPORT PERSONNEL, VENDOR REPRESENTATIVES AND/OR COMPUTER OPERATIONS STAFF TO RESOLVE PROBLEMS RELATING TO NETWORK OR COMPUTER SYSTEMS
- ASSIST IN SYSTEM RECOVERY DURING COMPUTER FAILURES
- MAINTAIN COMPUTER SYSTEM DATABASE
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Technology Support Analyst II

Details

Job ID : 449

Title : Technology Support Analyst II

Job Code : 805

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING TECHNICAL COMPUTER ASSISTANCE TO USERS OF COMPUTER BASED SOFTWARE APPLICATIONS, AND/OR PROVIDING TECHNICAL ASSISTANCE TO PROBLEM DETERMINATION AND RESOLUTION FOR COMPUTER HARDWARE EQUIPMENT AND/OR SOFTWARE APPLICATION, AND/OR PERFORMING HARDWARE SUPPORT FUNCTIONS FOR NETWORK EQUIPMENT

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- MUST POSSESS A COMPUTER TECHNICAL CERTIFICATION
- 2 YEARS RELATED EXPERIENCE MUST BE AS A TECHNOLOGY SUPPORT ANALYST I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- COMMUNICATE WITH COMPUTER SYSTEM USERS TO PROVIDE TRAINING AND/OR ASSISTANCE FOR SOFTWARE APPLICATION PROGRAMS
- GIVE INSTRUCTIONS TO USERS ON COMPUTER APPLICATIONS AND THE USE OF COMPUTER EQUIPMENT
- PROVIDE ASSISTANCE FOR USERS EXPERIENCING PROBLEMS WITH COMPUTER APPLICATION
- INSTALL AND UNINSTALL COMPUTER EQUIPMENT AT STATEWIDE COMPUTER SITES
- TEST COMPUTER EQUIPMENT TO ASSURE SERVICEABILITY AND DEPENDABILITY
- PERFORM BASIC DIAGNOSTIC TESTING ON MALFUNCTIONING EQUIPMENT
- UTILIZE COMPUTER PROGRAMS FOR PROBLEM DETERMINATION
- KEEP RECORDS AND STATISTICS ON ALL PROBLEMS AND ASSISTANCE CALLS
- PROVIDE TECHNICAL INFORMATION TO SYSTEM SUPPORT PERSONNEL, VENDOR REPRESENTATIVES AND/OR COMPUTER OPERATIONS STAFF TO RESOLVE PROBLEMS RELATING TO NETWORK OR COMPUTER SYSTEMS
- ASSIST IN SYSTEM RECOVERY DURING COMPUTER FAILURES
- MAINTAIN COMPUTER SYSTEM DATABASE
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Technology Support Analyst III

Details

Job ID : 305

Title : Technology Support Analyst III

Job Code : 905

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING TECHNICAL COMPUTER ASSISTANCE TO USERS OF COMPUTER BASED SOFTWARE APPLICATIONS, AND/OR PROVIDES TECHNICAL ASSISTANCE TO PROBLEM DETERMINATION AND RESOLUTION FOR COMPUTER HARDWARE EQUIPMENT AND/OR SOFTWARE APPLICATION, AND/OR PERFORMS HARDWARE SUPPORT FUNCTIONS FOR NETWORK EQUIPMENT

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- MUST POSSESS A COMPUTER TECHNICAL CERTIFICATION
- 3 YEARS RELATED EXPERIENCE MUST BE AS A TECHNOLOGY SUPPORT ANALYST II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COMPUTER SYSTEMS

Job Duties

- COMMUNICATE WITH COMPUTER SYSTEM USERS TO PROVIDE TRAINING AND/OR ASSISTANCE FOR SOFTWARE APPLICATION PROGRAMS
- GIVE INSTRUCTIONS TO USERS ON COMPUTER APPLICATIONS AND THE USE OF COMPUTER EQUIPMENT
- PROVIDE ASSISTANCE FOR USERS EXPERIENCING PROBLEMS WITH COMPUTER APPLICATION
- INSTALL AND UNINSTALL COMPUTER EQUIPMENT AT STATEWIDE COMPUTER SITES
- TEST COMPUTER EQUIPMENT TO ASSURE SERVICEABILITY AND DEPENDABILITY
- PERFORM BASIC DIAGNOSTIC TESTING ON MALFUNCTIONING EQUIPMENT
- UTILIZE COMPUTER PROGRAMS FOR PROBLEM DETERMINATION
- KEEP RECORDS AND STATISTICS ON ALL PROBLEMS AND ASSISTANCE CALLS
- PROVIDE TECHNICAL INFORMATION TO SYSTEM SUPPORT PERSONNEL, VENDOR REPRESENTATIVES AND/OR COMPUTER OPERATIONS STAFF TO RESOLVE PROBLEMS RELATING TO NETWORK OR COMPUTER SYSTEMS
- ASSIST IN SYSTEM RECOVERY DURING COMPUTER FAILURES
- MAINTAIN COMPUTER SYSTEM DATABASE
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Technology Support Analyst IV

Details

Job ID : 306

Title : Technology Support Analyst IV

Job Code : 1005

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING TECHNICAL COMPUTER ASSISTANCE TO USERS OF COMPUTER BASED SOFTWARE APPLICATIONS, AND/OR PROVIDES TECHNICAL ASSISTANCE TO PROBLEM DETERMINATION AND RESOLUTION FOR COMPUTER HARDWARE EQUIPMENT AND/OR SOFTWARE APPLICATION, AND/OR PERFORMS HARDWARE SUPPORT FUNCTIONS FOR NETWORK EQUIPMENT

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- MUST POSSESS A COMPUTER TECHNICAL CERTIFICATION
- 4 YEARS RELATED EXPERIENCE MUST BE AS A TECHNOLOGY SUPPORT ANALYST III

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- COMMUNICATE WITH COMPUTER SYSTEM USERS TO PROVIDE TRAINING AND/OR ASSISTANCE FOR SOFTWARE APPLICATION PROGRAMS
- GIVE INSTRUCTIONS TO USERS ON COMPUTER APPLICATIONS AND THE USE OF COMPUTER EQUIPMENT
- PROVIDE ASSISTANCE FOR USERS EXPERIENCING PROBLEMS WITH COMPUTER APPLICATION
- INSTALL AND UNINSTALL COMPUTER EQUIPMENT AT STATEWIDE COMPUTER SITES
- TEST COMPUTER EQUIPMENT TO ASSURE SERVICEABILITY AND DEPENDABILITY
- PERFORM BASIC DIAGNOSTIC TESTING ON MALFUNCTIONING EQUIPMENT
- UTILIZE COMPUTER PROGRAMS FOR PROBLEM DETERMINATION
- KEEP RECORDS AND STATISTICS ON ALL PROBLEMS AND ASSISTANCE CALLS
- PROVIDE TECHNICAL INFORMATION TO SYSTEM SUPPORT PERSONNEL, VENDOR REPRESENTATIVES AND/OR COMPUTER OPERATIONS STAFF TO RESOLVE PROBLEMS RELATING TO NETWORK OR COMPUTER SYSTEMS
- ASSIST IN SYSTEM RECOVERY DURING COMPUTER FAILURES
- MAINTAIN COMPUTER SYSTEM DATABASE
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Technology Support Specialist I- (Lead)

Details

Job ID : 532

Title : Technology Support Specialist I- (Lead)

Job Code : 952

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR OVERSEEING A GROUP OF TECHNOLOGY SUPPORT ANALYSTS AND PROVIDING TECHNICAL COMPUTER ASSISTANCE TO USERS OF COMPUTER BASED SOFTWARE APPLICATIONS, AND/OR PROVIDES TECHNICAL ASSISTANCE TO PROBLEM DETERMINATION AND RESOLUTION FOR COMPUTER HARDWARE EQUIPMENT AND/OR SOFTWARE APPLICATION, AND/OR PERFORMS HARDWARE SUPPORT FUNCTIONS FOR NETWORK EQUIPMENT

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- MUST POSSESS A COMPUTER TECHNICAL CERTIFICATION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- Computer Systems

Job Duties

- SCHEDULE ANALYSTS AND ASSIGN TASKS
- COMMUNICATE WITH COMPUTER SYSTEM USERS TO PROVIDE TRAINING AND/OR ASSISTANCE FOR SOFTWARE APPLICATION PROGRAMS
- GIVE INSTRUCTIONS TO USERS ON COMPUTER APPLICATIONS AND THE USE OF COMPUTER EQUIPMENT
- PROVIDE ASSISTANCE FOR USERS EXPERIENCING PROBLEMS WITH COMPUTER APPLICATION
- INSTALL AND UNINSTALL COMPUTER EQUIPMENT AT STATEWIDE COMPUTER SITES
- PERFORM BASIC DIAGNOSTIC TESTING ON MALFUNCTIONING EQUIPMENT
- UTILIZE COMPUTER PROGRAMS FOR PROBLEM DETERMINATION
- KEEP RECORDS AND STATISTICS ON ALL PROBLEMS AND ASSISTANCE CALLS
- PROVIDE TECHNICAL INFORMATION TO SYSTEM SUPPORT PERSONNEL, VENDOR REPRESENTATIVES AND/OR COMPUTER OPERATIONS STAFF TO RESOLVE PROBLEMS RELATING TO NETWORK OR COMPUTER SYSTEMS
- ASSIST IN SYSTEM RECOVERY DURING COMPUTER FAILURES
- AVAILABILITY FOR ON-CALL ROTATION DURING NON-BUSINESS HOURS
- POSSIBLE STATEWIDE TRAVEL, AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Technology Training Specialist I

Details

Job ID : 404

Title : Technology Training Specialist I

Job Code : 728

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR TRAINING THE COURT OF JUSTICE ON THE USE OF OFFICE PRODUCTIVITY SOFTWARE SUITE AND OTHER TECHNOLOGIES THAT WILL INCLUDE BUT NOT BE LIMITED TO A WORD PROCESSOR, SPREADSHEET AND PRESENTATION APPLICATION.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- MUST POSSESS A COMPUTER TECHNICAL CERTIFICATION or 2 YEARS TEACHING COMPUTER SOFTWARE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD COMMUNICATION SKILLS

Job Duties

- TRAIN COURT OF JUSTICE STAFF ON TECHNOLOGY SOLUTIONS THROUGH ONE-ON-ONE, CLASSROOM, MULTI-MEDIA AND/OR DISTANCE TRAINING
- CONDUCT NEEDS ASSESSMENT AND SCHEDULE TRAINING CLASSES
- SCHEDULE EMPLOYEES FOR REQUESTED CLASSES
- CONDUCT TRAINING CLASSES AND GENERATE EVALUATIONS OF EACH TRAINING PROVIDED
- WORK WITH STAFF OR DEPARTMENTS ON AN INDIVIDUAL BASIS FOR SPECIFIC TRAINING NEEDS
- CREATE NEW CLASSES AND CORRESPONDING TRAINING MATERIALS, INCLUDING CONTENT FOR ON-LINE AND PUBLISHED HELP SYSTEMS, INSTRUCTION MANUALS, TUTORIALS
- CREATE AN INDEX OF TECHNICAL PUBLICATIONS AND RESOURCES AND IMPLEMENTS PROCEDURES TO MAINTAIN CURRENCY OF THE DOCUMENTATION
- STATE-WIDE TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED



Technology Training Specialist II

Details

Job ID : 405

Title : Technology Training Specialist II

Job Code : 828

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR TRAINING THE COURT OF JUSTICE ON THE USE OF OFFICE PRODUCTIVITY SOFTWARE SUITE AND OTHER TECHNOLOGIES THAT WILL INCLUDE BUT NOT BE LIMITED TO A WORD PROCESSOR, SPREADSHEET AND PRESENTATION APPLICATION.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- MUST POSSESS A COMPUTER TECHNICAL CERTIFICATION
- 2 YEARS OF RELATED EXPERIENCE MUST BE AS A TECHNOLOGY TRAINING SPECIALIST I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD COMMUNICATION SKILLS

Job Duties

- TRAIN COURT OF JUSTICE STAFF ON TECHNOLOGY SOLUTIONS THROUGH ONE-ON-ONE, CLASSROOM, MULTI-MEDIA AND/OR DISTANCE TRAINING
- CONDUCT NEEDS ASSESSMENT AND SCHEDULE TRAINING CLASSES
- SCHEDULE EMPLOYEES FOR REQUESTED CLASSES
- CONDUCT TRAINING CLASSES AND GENERATE EVALUATIONS OF EACH TRAINING PROVIDED WORK WITH STAFF OR DEPARTMENTS ON AN INDIVIDUAL BASIS FOR SPECIFIC TRAINING NEEDS
- CREATE NEW CLASSES AND CORRESPONDING TRAINING MATERIALS, INCLUDING CONTENT FOR ON-LINE AND PUBLISHED HELP SYSTEMS, INSTRUCTION MANUALS, TUTORIALS
- CREATE AN INDEX OF TECHNICAL PUBLICATIONS AND RESOURCES AND IMPLEMENTS PROCEDURES TO MAINTAIN CURRENCY OF THE DOCUMENTATION
- STATE-WIDE TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED.



Technology Training Specialist III

Details

Job ID : 408

Title : Technology Training Specialist III

Job Code : 928

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR TRAINING THE COURT OF JUSTICE ON THE USE OF OFFICE PRODUCTIVITY SOFTWARE SUITE AND OTHER TECHNOLOGIES THAT WILL INCLUDE BUT NOT BE LIMITED TO A WORD PROCESSOR, SPREADSHEET AND PRESENTATION APPLICATION.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- MUST POSSESS A COMPUTER TECHNICAL CERTIFICATION
- 3 YEARS OF RELATED EXPERIENCE MUST BE AS A TECHNOLOGY TRAINING SPECIALIST II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- TRAIN COURT OF JUSTICE STAFF ON TECHNOLOGY SOLUTIONS THROUGH ONE-ON-ONE, CLASSROOM, MULTI-MEDIA AND/OR DISTANCE TRAINING
- CONDUCT NEEDS ASSESSMENT AND SCHEDULE TRAINING CLASSES
- SCHEDULE EMPLOYEES FOR REQUESTED CLASSES
- CONDUCT TRAINING CLASSES AND GENERATE EVALUATIONS OF EACH TRAINING PROVIDED
- WORK WITH STAFF OR DEPARTMENTS ON AN INDIVIDUAL BASIS FOR SPECIFIC TRAINING NEEDS
- CREATE NEW CLASSES AND CORRESPONDING TRAINING MATERIALS, INCLUDING CONTENT FOR ON-LINE AND PUBLISHED HELP SYSTEMS, INSTRUCTION MANUALS, TUTORIALS
- CREATE AN INDEX OF TECHNICAL PUBLICATIONS AND RESOURCES AND IMPLEMENTS PROCEDURES TO MAINTAIN CURRENCY OF THE DOCUMENTATION
- STATE-WIDE TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED.



Technology Training Specialist IV

Details

Job ID : 413

Title : Technology Training Specialist IV

Job Code : 1028

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR TRAINING THE COURT OF JUSTICE ON THE USE OF OFFICE PRODUCTIVITY SOFTWARE SUITE AND OTHER TECHNOLOGIES THAT WILL INCLUDE BUT NOT BE LIMITED TO A WORD PROCESSOR, SPREADSHEET AND PRESENTATION APPLICATION.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- MUST POSSESS A COMPUTER TECHNICAL CERTIFICATION
- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A TECHNOLOGY TRAINING SPECIALIST III

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD COMMUNICATION SKILLS

Job Duties

- TRAIN COURT OF JUSTICE STAFF ON TECHNOLOGY SOLUTIONS THROUGH ONE-ON-ONE, CLASSROOM, MULTI-MEDIA AND/OR DISTANCE TRAINING
- CONDUCT NEEDS ASSESSMENT AND SCHEDULE TRAINING CLASSES.
- SCHEDULE EMPLOYEES FOR REQUESTED CLASSES
- CONDUCT TRAINING CLASSES AND GENERATE EVALUATIONS OF EACH TRAINING PROVIDED
- WORK WITH STAFF OR DEPARTMENTS ON AN INDIVIDUAL BASIS FOR SPECIFIC TRAINING NEEDS
- CREATE NEW CLASSES AND CORRESPONDING TRAINING MATERIALS, INCLUDING CONTENT FOR ON-LINE AND PUBLISHED HELP SYSTEMS, INSTRUCTION MANUALS, TUTORIALS
- CREATE AN INDEX OF TECHNICAL PUBLICATIONS AND RESOURCES AND IMPLEMENTS PROCEDURES TO MAINTAIN CURRENCY OF THE DOCUMENTATION
- STATE-WIDE TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED.



Telecommunications Specialist I

Details

Job ID : 407

Title : Telecommunications Specialist I

Job Code : 918

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR SET-UP OF PHONE SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF TELECOMMUNICATION EQUIPMENT

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- COORDINATE PROJECTS WITH TECHNICIANS, SUPERVISORS, AND VENDORS
- GENERATE COST ANALYSIS OF PROJECTS
- PROVIDE EXPERT ANALYSIS FOR CONFIGURATIONS, INSTALLATION, AND MAINTENANCE OF EQUIPMENT
- PROVIDE TRAINING TO TECHNICIANS AND COURT OF JUSTICE STAFF
- OTHER DUTIES ASSIGNED



Telecommunications Specialist II

Details

Job ID : 418

Title : Telecommunications Specialist II

Job Code : 1038

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR SET-UP OF PHONE SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF TELECOMMUNICATION EQUIPMENT
- 1 YEAR OF RELATED EXPERIENCE MUST BE AS A TELECOMMUNICATIONS SPECIALIST I

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- COORDINATE PROJECTS WITH TECHNICIANS, SUPERVISORS, AND VENDORS
- GENERATE COST ANALYSIS OF PROJECTS
- PROVIDE EXPERT ANALYSIS FOR CONFIGURATIONS, INSTALLATION, AND MAINTENANCE OF EQUIPMENT
- PROVIDE TRAINING TO TECHNICIANS AND COURT OF JUSTICE STAFF
- OTHER DUTIES ASSIGNED



Telecommunications Specialist III

Details

Job ID : 425

Title : Telecommunications Specialist III

Job Code : 1138

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR SET-UP OF PHONE SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF TELECOMMUNICATION EQUIPMENT
- 3 YEARS OF RELATED EXPERIENCE MUST BE AS A TELECOMMUNICATIONS SPECIALIST II

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- COORDINATE PROJECTS WITH TECHNICIANS, SUPERVISORS, AND VENDORS
- GENERATE COST ANALYSIS OF PROJECTS
- PROVIDE EXPERT ANALYSIS FOR CONFIGURATIONS, INSTALLATION, AND MAINTENANCE OF EQUIPMENT
- PROVIDE TRAINING TO TECHNICIANS AND COURT OF JUSTICE STAFF
- OTHER DUTIES ASSIGNED



Telecommunications Specialist IV

Details

Job ID : 431

Title : Telecommunications Specialist IV

Job Code : 1238

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR SET-UP OF PHONE SYSTEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- BASIC UNDERSTANDING OF TELECOMMUNICATION EQUIPMENT
- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A TELECOMMUNICATIONS SPECIALIST III

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- COORDINATE PROJECTS WITH TECHNICIANS, SUPERVISORS, AND VENDORS
- GENERATE COST ANALYSIS OF PROJECTS
- PROVIDE EXPERT ANALYSIS FOR CONFIGURATIONS, INSTALLATION, AND MAINTENANCE OF EQUIPMENT
- PROVIDE TRAINING TO TECHNICIANS AND COURT OF JUSTICE STAFF
- OTHER DUTIES ASSIGNED